

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1942
#8 F4932
642

WAR FOOD ADMINISTRATION
Office of Marketing Services

April 7, 1945

FISCAL DIVISION MEMORANDUM NO. 8

OMS Letterheads

This office is in receipt of a memorandum to all Branch and Division Chiefs from C. E. Offutt, Acting Chief, Administrative Services Division, dated April 2, 1945, relative to OMS letterheads, which reads in part as follows:

"The new letterhead will be used only for correspondence with Congressmen, private concerns, and individuals outside of the Federal service.

"As indicated in Paragraph V-C-1 of OMS Instruction 421.1, Standard Form No. 64, Office Memorandum, is to be used for correspondence within or between the various Federal agencies. However, this form should not be used, especially for correspondence with the Office of Marketing Services and to other offices within the War Food Administration and the Department, until the present stocks of old letterheads have been exhausted."

A supply of OMS letterheads have been placed in stock in the Central Supply Division. Washington Fiscal Division employees may obtain needed quantities by requisition to the Supply Room of the Administrative Office and Area Finance Offices should submit their requisitions to the respective Area Administrative Services Offices. The item number is 53-L-1981-25. Standard Forms No. 64, Office Memorandum, may also be obtained in the above manner.

H. L. McLeod
H. L. McLeod, Acting
Chief Fiscal Officer



